

**Commerce Acquisition Manual
CAM Notice 05-01**

- 1. Title or Purpose:** Modification to DoC Purchase Card Procedures
- 2. File in:** CAM, Part 13, Section 301
1313.301
- 3. Effective:** February 1, 2005
- 4. Summary of Changes:** This modification will hereby provide a sample Purchase Card Warrant Memorandum, update the Federal Prison Industry (UNICOR) waiver threshold, incorporate penalties for misuse of the purchase card, reference the GSA Multiple Award Schedules Program Owner's Manual, and substantially revise Section 2—Obtaining and Maintaining a Purchase Card - by providing guidance for cardholders and approving officials on spending categories and associated training requisite; and also integrating CAM 1301.6, Acquisition Career Management Program & Contracting Officer Warrant Program Policy.

Changes include:

- Section 2.2, Paragraph C—Unauthorized Use/Penalties – has been modified to incorporate Department Administrative Order (DAO) 202-751, *Discipline*.
- Section 3.2, Paragraph B—Use over the Micro-Purchase Threshold – has been modified to reference the GSA FSS handbook, Multiple Award Schedules Program Owner's Manual.
- Section 3.4, Paragraph C—Approvals required prior to Purchase table has been revised to update the Federal Prison Industry (UNICOR) waiver threshold.
- Section 2.1—*Obtaining a Purchase Card*. The previous edition of Section 2.1 has been removed in its entirety and is replaced with a new Section 2.1. Specific changes address:

Section 2.1, Paragraph A.2 - Purchase Card Spending Threshold Categories and Requisite Training;

Section 2.1 Paragraph B.2 - Delegation of Authority – has been modified to require that a purchase card authority memorandum be

issued to all cardholders. In addition for cardholders with authority over \$2,500, both the memorandum and a Standard Form 1402 should be issued; and the integration of CAM 1301.6 entitled, “*Acquisition Career Management Program and Contracting Officer Warrant Program*”, which also provides a sample Purchase Card Warrant (as Attachment J). In addition, this section emphasizes that a Purchase Card Warrant is a separate entity from a Contracting Officer Warrant.

Questions about these changes can be directed to Dao Vissering via E-mail at dvissering@doc.gov or telephone at 202-482-4185.

CAM 1313.301 can be viewed at website address http://oam.ocs.doc.gov/CAPPS_cam.html.

/Original Signed by Leslie A. Andreacs/

Leslie A. Andreacs
Director, Commerce Acquisition Performance,
Policy & Support